

CITY OF EMERYVILLE

MEMORANDUM



TO: Mayor and City Council

FROM: Patrick D. O’Keeffe, City Manager

SUBJECT: Progress Report –October 2009

The following provides the City Council and staff with a summary of the activities of each department for the prior month.

CITY MANAGER

- Staff has been working with Berkeley and Oakland on developing a \$5 million grant application to PG&E to better target energy conservation programs and to increase alternative energy options for residents and businesses. Staff plans to request that Council approve submitting the “Innovative Pilot Program” grant application at the November 17 meeting agenda.
- The “2nd/4th Friday ENEWS, the City’s electronic newsletter will become the 2nd/4th TUESDAY ENEWS, effective November 10. The October editions were distributed on October 9 and 23. The October 9 edition featured information on the upcoming municipal election, highlighted the new bus shelter art program and announced a free discount prescription program offered for Alameda County residents. The October 23 edition announced the Recreation and Open Space community forum that will be held on November 7 as well as a Youth Forum that will be held on November 5; and provided information on a School District book drive fundraiser. Interested community members can read the electronic newsletter on-line from the City’s website: www.emeryville.org or can subscribe and have the newsletter sent directly to their email address. Information on how to subscribe is listed at the bottom of each e-newsletter.
- The City Manager/City Clerk Office will be hosting Erik Fernandez, a new Cal in Local Government intern, starting in November. The program provides university credit for students interested in gaining experience in local government through volunteer internships. Erik will be working on completing informational handbooks for residents and for advisory committee members, will be working to improve the City’s use of information technology for community outreach, and

will be working with the City Clerk to develop workflow procedures and protocols to guide the City's transition from a paper-based to an electronic-based document management system.

CITY CLERK OFFICE

1. During October, the City Clerk's Office had the challenge of preparing both paper and electronic notices, agenda packets, and action minutes for four consecutive City Council meetings (October 6, 13, 20, and 27). The City Clerk's Office would like to thank the Planning/Building Department and others for helping to meet this challenge – and of course, the result is a new City General Plan and Interim Zoning Ordinance based upon full, open and substantive review by the Council and Emeryville community at large.
2. Staff has almost completed readying for auction/disposal the numerous surplus vehicles that are being stored at the Corporation Yard as well as Fire Station 2. Staff is working to determine which vehicles need to be disposed of as scrap and plans to have the operable vehicles ready for public auction in December. This project has proven to be more complex than originally believed and has pointed out the need to update the City's Administrative Instruction relating to the disposal of surplus property and for clearer policies relating to how the City keeps current and maintains title, insurance, surplus keys, and associated documents regarding the City's vehicle fleet. To address these issues, the City Clerk's Office will become the repository of these documents and will develop a new Administrative Instruction relating disposing of surplus property, including vehicles.